

Florida Statewide Endangered and Threatened Plant Conservation Program (FPCP), Example of Proposal and Report Format (v. 20211022). Please ask FPCP administration for latest copy of Federal Financial Aid Subrecipient Agreement before submitting Proposal and have Contract Manager approve it. Also contact FPCP administration for latest copy of MS Word document of Proposal/Final Report example format, if desired.

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PROJECT TITLE: Please be concise yet explicative of proposed project activities. Please consider that this program is funded only on an annual basis by U.S. Congress and to include proposed work for only one year. Projects that are proposed for more than one year are prioritized in subsequent years but funding is not guaranteed. Please submit Proposals for projects that are no more than three years (e.g., Phase 1, 2, 3).

PRINCIPAL INVESTIGATOR(S): Please include name, email and street address, phone number, and all organizations and sub-organizations involved. If awarded funds, the Principal Investigator or associated individual or organization will need to be registered in MyFloridaMarketPlace and will then be the “Subrecipient” of federal funds needed to successfully conduct the rare plant conservation project. A Dun & Bradstreet DUNS number and Unique Entity Identifier number will be needed as well as registration in SAM.gov. A Federal Employer Identification Number (FEID) is needed for registration in MyFloridaMarketPlace.

CONTRACT MANAGER(S): Please include name, email and street address, phone number, and all organizations and sub-organizations involved.

CONTRACT DESIGNATED SIGNATURE AUTHORITY: Please include name, email, street address, phone number, and all organizations and sub-organizations involved. This person will sign the work agreement (i.e., contract) between FDACS and the individual or organization.

SUGGESTED CITATION OF FINAL REPORT TITLE (line not needed in Proposal):

PROBLEM AND NEED:

Here, potential Subrecipients enter the problem(s) that the species is encountering, its status, needs of targeted rare plant populations, etc. For federally listed plants, good resources for this are USFWS Recovery Plans and 5 Year Reviews for the targeted species and their Recovery Tasks/Recovery Numbers.

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If more than one species is being targeted for conservation, please do not combine species efforts into one Proposal if target species are at different sites. We highly encourage Projects to have more than one species if they occur at the same site (e.g., same managed area/park/forest). Projects with more than one target species that each occur at different sites should have one Proposal per species. Reporting in Final Report is not needed for this section, but please retain this section in Final Report.

OBJECTIVES: (the below is example for Proposal. In Final Report, underneath Objectives, please enter concise summary of Objectives completed. The number of objectives depends on project):

The objectives of this project are to: 1) concise summary of desired goals and have these tie in with the below Results and Benefits, and then more precise Approach/Tasks; 2) concise summary of second objective; and, 3) concise summary of third objective; and so on. Please retain objectives in Final Report. Reporting on Objectives in Final Report should be concise and only a short summary of plant conservation objectives accomplished during the single Project Term. Most of the reporting on activities goes below in Approach and Tasks (below).

EXPECTED RESULTS AND BENEFITS: (the below is example for Proposal, underneath Expected Results and Benefits, please enter concise summary completed for Final Report also):

Within project time frame, the potential Subrecipients should accomplish: 1) summary of results and benefits for the targeted rare plant species in accordance with above objectives; 2) second summary of results and benefits; and 3) third summary of results and benefits to the targeted rare plant species in accordance with above objectives. Please provide a concise summary of results and benefits in Final Report and retain Expected Results and Benefits.

APPROACH: (the below is for Proposal. In Final Report, below each Task, please report in-depth, expansive and descriptive details of work completed by Subrecipient):

Here the Subrecipient may or may not wish to enter general summary of how project will be accomplished.

The below Tasks are highly important, as this is where the Subrecipient reports details on plant conservation activities (briefly in Quarterly Progress Reports, too) in Final Report. If awarded funds, these proposed Tasks will be used in the contract/FFASA between FDACS and the Subrecipient. The Tasks submitted by Subrecipient will be entered into a Scope of Work and attached to FFASA. Subrecipients may submit as many Tasks as necessary.

Task 1. These are concise but specific details of activities proposed to be taken for Subrecipient to accomplish project. Please enter for both federal and matching side of proposed project tasks and deliverables. Please ensure clarity and detail such as, “At least five sample areas will be created within two populations during the project year...” or “At least 10

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populations will be monitored within project year...”. Subrecipients may choose to provide parameters that are less than the goal, in case unforeseen stochastic events occur (e.g., hurricanes, heavy rain/drought conditions, etc.). These are best written so that it is clear whether the Task was accomplished by reading the Progress and Final Reports. Please enter measurable parameters, needed outcomes, and clearly defined tasks with quantifiable, measurable, and verifiable final products.

Federal: Please differentiate federal and matching accomplishments for Task clearly and deliberately, and even if no effort was made and why.

Match: Please differentiate federal and matching accomplishments for Task clearly and deliberately, and even if no effort was made and why.

Task 2. Specific activities that are different than Task 1 but written in the same, detailed (yet concise) way.

Federal: Please differentiate federal and matching accomplishments for Task clearly and deliberately, and even if no effort was made and why.

Match: Please differentiate federal and matching accomplishments for Task clearly and deliberately, and even if no effort was made and why.

Task 3, 4, 5, etc..

#### GEOGRAPHIC LOCATION:

For the Proposal and Final Report, please include names of all public/private conservation/managed areas proposed/reported as worked in, and the counties the proposed project will take place/took place in (we require this for project tracking). Please include any other geographic information important to project. Reminder, this program does not fund work on federal lands but if the species demands it, the program will contact USFWS for their consideration.

#### RELATED FEDERAL PROJECTS:

Please include all known federal projects linked to proposed work, especially if those projects occur at the same site and/or the same species as the proposed work. Please include Federal Assistance Identification Number, main USFWS contact, etc.

COST SCHEDULE: Costs should be necessary and reasonable, please see below “Proposal Tips” for guidance)

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The below example table shows a proposed two-year project with federal and matching costs proposed to do each Task. As a reminder, this grant uses a 75%:25%=100% funding ratio. Federal funds can be a maximum of 75% of needed funds and matching funds are a minimum 25% of total funds. To make sure your project meets these criteria, simply multiply total amount of proposed federal and matching funds by 0.25, and ensure matching funds are at least that amount. Please round up numbers and do not use cents.

Note: The total requested federal funding amount must stay the same during project duration, however, the costs for conducting Tasks are not “set in stone” and may be interchangeable for the Subrecipient. The Subrecipient is required to effectively use 100% of funding awarded and provide matching funds needed for the 75:25 funding ratio. Subrecipient should notify FPCP as soon as possible if project is to be cancelled or if not all funds projected will be used/provided. Rare plant conservation efforts for a proposed project can only take place during Term Period of contract/agreement and funding reimbursements may not be made for effort outside of Term Period. There are no extensions for this annually funded program in normal years.

	2022-2023		2023-2024 (only if two year project.	
	Federal	Match	Federal	Match
Task 1	\$5,000	\$0	\$19,968	\$6,656
Task 2	\$1,000	\$1,334	\$19,763	\$6,255
Task 3	\$1,000	\$1,000	\$2,691	\$2,230
Total	\$7,000	\$2,334	\$6,000	\$2,000

COST DETAILS: Costs should be necessary and reasonable, please see below “Proposal Tips” for guidance. Please estimate costs below for your project on federal and matching side of funds needed for your project.

How many paid staff/volunteers and how much salary/volunteer cost per hour? How many estimated hours? Documentation will be required for all personnel cost upon Payment Requests.

Federal:

Match:

How many hotels nights expected (max. \$150/night). Documentation will be required for all hotel cost upon Payment Requests. Subrecipients cannot utilize federal funds for overnight travel.

Federal: \$0.

Match:

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Equipment/materials/supplies (will need to get approval if purchase for single item exceeds \$1,000). Documentation will be required for all equipment cost upon Payment Requests.

Federal:

Match:

Travel. If travel is being charged to federal funding, approval is needed by FPCP staff. If approved, receipts and notification of travel costs will be needed. Costs of travel cannot exceed: Breakfast \$6; Lunch \$11; Dinner \$19; and, Per Diem \$80; or, if more, then cost = \$6 Breakfast + \$11 Lunch + \$19 Dinner + hotel expense (<\$150). Documentation will be required for all travel cost upon Payment Requests. Subrecipients cannot utilize federal funds for this travel category.

Federal: \$0.

Match:

Mileage (included as "travel"). FDACS acknowledges \$0.445/mile maximum (including fuel) on vehicle use, though reimbursement may be higher. For example, if vehicle is used heavily in Florida Scrub and operating costs are higher. If travel is being charged to federal funding approval is needed by FPCP staff. If approved, documentation will be required for all fuel cost upon Payment Requests. Subrecipients cannot utilize federal funds for this travel category unless expended for day trips only.

Federal:

Match:

Fuel (if no mileage cost is requested and may or may not be included as "travel"). If fuel is charged to federal portion, approval is needed from FPCP staff. Documentation including receipts will be required upon Payment Requests for all projects (if not included in mileage charge) for fuel costs. Subrecipients cannot utilize federal funds for this travel category unless expended for day trips only.

Federal:

Match:

Contractual Services. Please contact FPCP staff if contractual services are to be utilized.

Federal:

Match:

Indirect Cost/Overhead. 10% maximum Indirect Cost can be charged to Federal portion and 15% maximum can be charged to Match portion.

Federal:

Match:

Utilities.

Federal:

Match:

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Fringe Benefits (35% of total funding expended maximum).

Federal:

Match:

Rent.

Federal:

Match:

#### REFERENCES (example below):

FDACS. 2021. Proposal Format for the Florida Rare Plant Mapping, Monitoring, and Management Project. Florida Department of Agriculture and Consumer Services, Florida Forest Service. Tallahassee, Florida.

#### ***Proposal Need-to-Knows:***

This program is funded by USFWS under the federal Endangered Species Act, so funds are aimed at conserving federally listed Endangered, Threatened, and Candidate species of plants. Also, this program targets funding for species that are being federally petitioned for protection (i.e., “At-Risk” plants or “Multi-District Litigation” plants).

The font (Times New Roman 12), single spacing between sentences and paragraphs, tabs, etc., in the above example are used by FPCP to report to USFWS, so matching them in your Proposal/Final Report saves us time when we copy/paste your Proposal/Final Report to FPCP Proposal/Final Report and submit to USFWS. Please follow this format; otherwise FPCP will ask you to redo the proposal or report.

Please write Proposal/Final Report in “third-person” (i.e., use “prescribed fire was conducted” not “we applied prescribed fire”).

Before submitting a Proposal:

1. Ensure Contract Manager has latest copy of non-negotiable FFASA and approves it. Investigate all protocols that your organization requires for submitting Proposals and ensure these are known months in advance of Proposal deadline. Determine who your Contract Manager will be if you are granted funds and speak with them well in advance of submitting a Proposal. Ensure your organization allows being registered in MyFloridaMarketplace.com because all Subrecipients must be registered there to start contractual agreements and payments between the Florida Dept. of Agriculture and Consumer Services and Subrecipient.

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There are non-negotiable administrative limitations, such as in the bullets below that a potential Subrecipient has while working with FDACS for use of these funds (please contact this program for further information, if needed).

- A maximum 10% percent Indirect Cost rate and maximum 35% Fringe Benefit rate cannot be exceeded using federal funds. A maximum 15% Indirect Cost rate and 35% Fringe Benefit cannot be exceeded using matching funds. Federal Matching Funds are not permitted.
- Intellectual Property for findings of research funded by this program will be property of the Florida Department of Agriculture and Consumer Services. Please ensure this is permissible with Subrecipient's organization well in advance of starting to write Proposal.
- Volunteer hours can be charged as match at a rate that is comparable to wages earned and reasonable. For example, for doing physical work such as hand-pulling exotic plants; \$10/hour could be charged as match to do that work. If volunteer work entails using professional botanical skills or doing scientific lab work, \$35/hour or more could be charged as match. Hours can be used traveling to and from site. Signatures of volunteers is required for each volunteer as well as volunteer date, name, task, \$/hr. rate, # hrs., location.
- FDACS has a maximum of \$0.445/mile that can be charged for vehicle use. Please do not exceed that maximum or ask permission for a higher rate (e.g., for doing work in deep sands of the Florida Scrub). This includes cost of fuel.
- Subrecipients of the funding for this program typically tally travel expenses to the Matching portions of their project. A Subrecipient must contact this program if they propose charging travel costs to the federal portion of the grant.
- FFASA's are "Cost Reimbursement" agreements between FDACS and the Subrecipient.
- Payment Requests can come at any time but none after Nov. 30, one week after Final Report is due. Payments cannot be given for work conducted outside of FFASA term period. Payments are made in arrears (i.e., after work is conducted and with proper documentation/reporting). Subrecipients are expected to ensure with Contract Managers that a Payment Request can be made by Nov. 30, especially if it takes a month or two to get ledgers of personnel hours.

2. Make sure your work does not occur on federal lands or is in violation of other grants that preclude the use of federal funds for the project. This program is aimed at assisting in federally listed or "At-Risk"/petitioned plant conservation work, to be conducted by non-federal rare plant conservationists on state, local, or privately owned or managed lands. Work can be done on federal lands but must be submitted first to USFWS for their consideration. Please contact USFWS first, before writing a Proposal to make sure that is prudent.

3. For federally listed plant species, make sure you have consulted with the USFWS Lead Biologist for that species and are aware of the current research/restoration needs for that species or potential negative impacts on the species that may result from your project.



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- THIS IS VERY IMPORTANT if your project includes removal of plant tissue or reintroductions/augmentations/introductions. Also, consult with USFWS Lead Biologists if your project involves manipulation of habitat (e.g., prescribed burning).
- USFWS Lead Biologist contact info may be available at the ECOS website (<http://ecos.fws.gov/ecp/>), in the 5-Year Review or Recovery Plan of the species. Recovery Task Numbers for Recovery actions you are proposing in your project can also be accessed in the USFWS Recovery Plan or 5-Year Review. Contacting your local USFWS Field Office will also provide contacts with the right staff.
- To coordinate best with the Endangered Species Act's process of Recovery, a proposal is at its best when potential impacts to all known federally listed and "At-Risk" plant and animal species are addressed concisely, and how to minimize those potential impacts.

4. If submitting spatial data, document what format/projection will be used and GPS accuracy. Include that information with Proposal. FPCP will submit all spatial and attribute data to the Florida Natural Areas Inventory and enter it into the Florida Element Occurrence (FLEO) database. This is Florida's database as part of the NatureServe network of natural heritage programs (BIOTICS dbase). Presently we ask for "shp files/shapefiles" or files that can easily be used in ESRI ArcMap GIS software. If you do not work in that format you may want to consider costs to have someone convert the files for you or use files that can be converted easily by yourself. Minimally for spatial attribute data, FPCP needs a spreadsheet or projected shapefile with:

- Lat./Longs., Datum, and projection used (prj file).
- Surveyor
- Date (preferably in this format: 2021-10-09)
- Species
- Excellent description of location and plant data (population, phenology, etc.). If your GPS device is not accurate to at least 4 meters, then an extremely detailed description of location is needed. This is a major concern for FPCP.
- Number of plants, phenology of plants encountered (e.g., in flower, in fruit, vegetative, dormant, etc.) and relative abundance within area.
- Short description of how much area was surveyed (e.g., found in quantitative survey of 100% of habitat, found on short, qualitative survey of small area, etc.).

5. Ensure that you have properly pursued permits/access/landowner permission to conduct your work. As a rule of thumb, a researcher should pursue permits (e.g., FDACS Division of Plant Industry's Permits to Harvest) or permission to conduct research on public lands, at least one year to six months in advance of conducting a project.

Excellent components of a Proposal to this program are:



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1. For federally listed plants, include Recovery Task Numbers you will be addressing (as per USFWS Recovery Plan or 5-Year Review). These should go in the “Problem and Need” Section above.
2. Please do not submit an un-editable proposal (e.g., a PDF). FPCP must be able to easily copy and paste from it. Please submit proposal in the format you created it in. Subrecipients are encouraged to use the format and font given on Page 6 of this document.

### ***Report Requests:***

1. At least one picture/image is needed for your project; the more the better. This will be for our Final Report to USFWS. If you do not want to send us one, it can be in your report but please make it so we can copy and paste it to our Final Report to USFWS! We highly encourage quality pictures of plants, volunteers, etc. These will be used also in future FPCP presentations.
2. Please submit Final Report in the format requested on this document/FPCP website. We do not accept a journal article format (i.e., Abstract, Intro., Materials and Methods, Results, etc.). We understand you may be publishing the data in this format; however we require that if you are publishing, convert it from journal article format to the format we use to submit it to USFWS, in the format found on Page 6 of this document.

### ***Payment Request/Contract Tips (if Proposal is awarded funds):***

1. If your organization uses Contract Managers, make sure you identify and correspond with those staff early on, to make sure you are following protocols for future Payment Requests.
2. Contact Contract Managers far in advance, at least one and some cases, two months before submitting Payment Requests or writing Progress or Final Reports for this project. This ensures them enough time to properly work with payrolls and our contracts, known as Federal Financial Aid Subrecipient Agreements (FFASAs). Ask for a boilerplate of the FFASA and run it by your Contract Manager to make sure they will sign it without any changes being made.
3. Here is the basic Report summary: 4 Quarterly Progress Reports and one Annual Report. The Quarterly Progress Reports are done on FDACS forms and are brief. They list Tasks and how much Funding was expended on each Task. The Annual Report is in USFWS format that the Proposal is written in.
4. Attached to the FFASA is a very important Scope of Work and Budget Table the Subrecipient should become very familiar with. Here both the Principal Investigator(s) and Contract Managers will both be using it to a high degree, to conduct the needed rare plant conservation work. The Scope of Work lists the FFASA’s Tasks (taken directly from Subrecipient’s Proposal) and those Tasks will be used in Quarterly Progress Reports and Final Report. The Scope of Work gives

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important timelines for 4 Quarterly Progress Reports, Final Report, and Payment Requests. The Quarterly Progress Reports and the main Annual Report will describe how much federal and matching funding was used for each Task.

5. Ledgers, receipts, and supporting documents should be kept for five years after project completion, in case of audit. These will need to be submitted with Payment Requests and totaled up to funding expended.

6. Payment Requests can be given to FDACS once at end of term, with Quarterly Reports, or up to monthly. Payments are in arrears and cannot be made for work conducted outside of term period. No invoices are submitted by Subrecipient. A Payment Request form is given to Subrecipients to use instead of an invoice.